

**POLICY GROUP:** NCT 100 Student Records, Rights & Responsibilities

**POLICY TITLE:** Class Cancellations

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### **A. Background and Definitions**

The College recognizes the importance of clear expectations as a framework for a positive learning environment. Students have a right to expect that their classes will be provided in accordance with scheduled timetables, that classes will start and end on time for the duration of the term, and that students will receive notification of cancelled classes as soon as possible.

**Approved Faculty Absence:** Planned faculty participation in professional development or other occasional off-campus activities, provided that these have prior approval of the Program Coordinator which is to be obtained well in advance of the event.

**Approved Program Activity:** Activities such as class field trips, provided that these have the prior approval of the Program Coordinator, which is to be obtained well in advance of the event.

**Emergency Absence of Faculty:** Faculty access to sick leave or other leaves for unavoidable absences as determined by college policy.

**Facility/Equipment Issue:** Emergency situations affecting scheduled classrooms, facilities or equipment issues, or the College as a whole, including but not limited to severe weather, power outage, etc.

### **B. Purpose**

Occasionally, classes need to be cancelled or rescheduled to accommodate circumstances as described within this policy.

### **C. Scope**

This policy applies to all Niagara College students registered, and attending classes, at the Niagara College - Toronto (NCT) campus.

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**D. Policy Statements**

1. Classes may be cancelled or rescheduled to accommodate circumstances such as:
  - a) Faculty access to sick leave or other leaves for unavoidable absences as determined by college policy;
  - b) Emergency situations, classroom, facilities or equipment issues;
  - c) Approved program activities such as class field trips; or
  - d) Approved faculty absence.
  
2. The College will make every effort to advise students of a class cancellation with as much notice as the circumstances permit.
  
3. In addressing cancelled or rescheduled classes, the College’s obligation to students is to ensure that the course content is substantively delivered in accordance with the program curriculum. This does not mean that each class will be rescheduled.
  
4. Faculty are responsible for notifying their Program Coordinator of any unavoidable cancellation or rescheduling of classes.

**E. Related Documents**

Policies: NCT 400 Severe Weather Closures

Procedure: NCT 100 Class Cancellations  
 NCT 400 Severe Weather – Staff Attendance/Absence

**F. Document History**

Date	Approval/Review/Key Change(s)
March 3, 2023	NEW